

**FACILITIES CONTRACT COORDINATOR**

**DISTINGUISHING FEATURES**

The fundamental reason the Facilities Contract Coordinator exists is to administer, coordinate, audit and maintain client contact of one or more independent contracts providing general maintenance and custodial services in City owned and leased facilities in the Parks, Recreation and Facilities Division of the Community Services Department. This classification is not supervisory but is part of a self-managed team. Work is performed under the general supervision by a Service Area Manager.

**ESSENTIAL FUNCTIONS**

Administers one or more contracts providing general maintenance and custodial services in city owned and leased facilities.

Audits and documents performance of individuals contractors; modifies contract where needed or recommends termination of contract.

Writes modifications to contracts to obtain quality results.

Communicates with management and purchasing division in the execution of contractual work in compliance with the City's procurement code.

Meets with contractors off and on-site; drives vehicle to various sites to audit contractor's performance daily.

Recommends appropriate payment or non-payment at the completion of work.

Communicates with management and purchasing division in the execution of contractual work in compliance with the City's procurement code.

Meets with contractors off and on-site; drives vehicle to various sites to audit contractor's performance daily; documents performance and modifies contract where needed or termination of contract.

Prepares business letters and faxes to contractors in the event of non-compliance to the contracts intent and recommends timelines for improvement.

Initiates contacts with customers to ensure expectations are being met; resolves issues with customers within 24 hours.

Performs custodial duties as needed.

Works as a self directed team member ensuring contract services are being delivered as outlined in the contracts.

Resolves problems and facilitates positive changes by working with others.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Contract writing, change orders, addendums and general maintenance or custodial specifications.  
Proper custodial cleaning procedures  
Good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Read, write, enforce and change contracts.  
Works as a self directed team member ensuring contract services are being delivered as outlined in the contracts.  
Maintain quality customer service communication and resolve client issues.  
Prepare and monitor budgets.  
Write and deliver employee performance reviews.  
Maintain effective communication with management and purchasing division in the execution of contractual work in compliance with the City's procurement code; follow city policies and procedures related to contracts.  
Meets with contractors; audit and document contractor's performance.  
Modify contract where needed or terminate contract.  
Resolve problems and facilitate positive changes by working with others.  
Follow oral and written instructions  
Operate a personal computer and related software  
Prepare quality business letters, faxes and memos  
Establish and maintain effective working relationships with all those encountered in the course of work.  
Demonstrate the willingness to assume ownership in the completion of assigned duties and have a shared commitment to quality in everyday work and to continuous learning and improvement.  
Show a willingness and ability to perform manual work requiring extensive physical exertion  
Lift 50 pounds  
Lift arms above shoulder level and make continuous arm-hand movements.  
Perform custodial duties as required.  
Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of education, experience, and training equivalent to two years of general maintenance or custodial services experience or a related field.

Must possess a valid Arizona driver's license with no major driving citations in the last 39 months

FLSA Status: Non-exempt

HR Ordinance Status: Classified